

# **MANISTEE CITY COUNCIL**

## **WORK SESSION AGENDA**

**Wednesday, November 9, 2016 - 7:00 p.m. - Council Chambers, City Hall**

**I. Call to Order.**

**II. Work Session Items.**

- a.) PUBLIC COMMENTS ON WORK SESSION RELATED ITEMS.
- b.) DISCUSSION ON FROZEN WATER LINE POLICY – City Manager Thad N. Taylor and DPW Director Jeff Mikula.
- c.) DISCUSSION ON WARNING SIGNS ON MAPLE STREET AROUND THE MIDDLE SCHOOL – Councilmember Mark Wittlieff.
- d.) DISCUSSION ON REDUCED SPEEDS ON RIVER STREET – Councilmember Mark Wittlieff.
- e.) DISCUSSION ON OUTDOOR CAFES – Councilmember Roger Zielinski.
- f.) OTHER.

**III. Adjourn.**



## FROZEN WATER LINES POLICY

**PURPOSE:** There are occasions when a resident's water service freezes. This can be caused by a variety of circumstances such as shallow leads or mains, exceptionally cold weather, and lack of snow cover.

The City owns, operates and maintains the water mains and leads between the main and the curb stop. The service lead between the curb stop and the house is owned by the property owner. Maintenance and repair of this service lead is the responsibility of the property owner.

Freeze-ups can occur anywhere between the water main and the building. Due to the difficulty and cost of determining the location of, and responsibility for the freeze-up, this Policy is implemented in accordance with the recommendations of the loss prevention specialists from our insurance carrier.

1. The City shall maintain a list of those properties which are known to be susceptible to freeze-ups. The City shall determine when there is a likelihood of services to these properties freezing and issue a run-water notice to each property owner. These property owners will be advised with a separate mailing addressed to the occupant and the property owner, to continuously run a stream of water the diameter of a pencil until further notice. The property owners' utility bill will be down-adjusted to reflect this use.

Any new freeze-ups that occur that the City believes demonstrates future susceptibility to freeze-up, will result in those properties being added to the annual run-water list. Properties shall remain on the run-water list until such time that there is a physical change to the water service (lowering, insulating, etc.).

**Note:** The thawing of water leads to properties which freeze after being notified to run water shall be the responsibility of the property owner including all expenses incurred.

2. Upon being advised of a freeze-up of a property not subject to the run-water list the City will arrange for a private contractor to thaw the service. The private contractor shall provide the City with a certificate of insurance naming the City as co-insured. The City will assist the contractor through the make a reasonable attempt to thaw the service with a Jet-Deicer, by inserting heated water into the service. In the event the City's Deicer is not able to thaw the line, the property owner may hire a licensed contractor to thaw the service. The City will assist the contractor by removing the water meter and any jumpers across the meter, and replace them once the service is thawed. removal of the water meter and any jumpers across the water meter. Once the service is thawed, the City will replace the meter and any jumpers. All expenses associated with the contracted services are the responsibility of the owner.

The property owner will be advised to run their water for the remainder of the season and will be considered to be added to the run-water list.

3. Vacant Properties - If a vacant property freezes up, it will be the responsibility of the property owner to thaw the frozen water lead. The City of Manistee will notify rental property owners of

this policy and their responsibility to keep water leads unfrozen. For the purposes of GP-69, vacancy is defined as a structure which is unoccupied (or using public water) for a period of seven days or more.

A property may run water during vacant periods to provide protection from freezing. Water consumption will be billed at normal rates.

4. Full Water System Run Water – Should the City decide that the Water Distribution System is subject to freezing conditions it may require that the entire customer base begin to run water. At such times the City will publish the Notice in the local newspaper, City Website, Facebook Page and other news outlets. Property owners will be provided a three day grace period from the notification to run water. The property owners' utility bill will be down-adjusted to reflect this use. Freeze ups occurring after the grace period shall be the responsibility of the property owner including all expenses incurred.

Adopted: \_\_\_\_\_

\_\_\_\_\_  
Thad Taylor, City Manager